

## **Working Draft**

### **Procedures for Submitting a Petition for Substantive Amendments or Termination of the Quota Implementation Plan (QIP)**

Purpose of this document is to provide direction regarding the process for any petition received by the Department to amend or terminate the QIP, as outlined in Article 11, Section 1103 of the QIP.

Any petition regarding amendment's to or termination of the QIP shall include:

- Specific request/purpose of the petition.
- Background and information outlining the proposed changes.
- Any time frames (i.e. ongoing or temporary) for the proposed changes.
- The name, producer number under the QIP program, physical dairy ranch address, signature of the producer signing the petition, and signature date.
- The information for each petitioner can be on one page (i.e. one petitioner per page), or information for multiple petitioners may be listed on a single page.
- The name and contact information for a representative of the petitioning organization.
- The petition shall be submitted to the Secretary and the QIP Administrator, Donald Shippelhouse, via mail at CDFA-QIP 1220 N Street, Sacramento, CA 95814 or emailed to: [donald.shippelhouse@cdfa.ca.gov](mailto:donald.shippelhouse@cdfa.ca.gov)

Upon receipt of a petition:

- The Secretary shall notify the petitioner in writing of its receipt.
- The Secretary shall notify the Producer Review Board via email and post the petition on the CDFA website.
- The Secretary shall verify all information provided with the latest QIP Program producer listing available to ensure petitioner information is valid.
- The Secretary shall tabulate that the twenty-five percent (25%) has been achieved (or not) within 21 days of receipt of the petition.

- If the petition is certified as achieving the 25% requirement, the Secretary shall notify the petitioner, the Producer Review Board (via email), effected producers, and post the result on the CDFA website.
- If certified, the Secretary shall schedule, within sixty days (60) of petition receipt, the Producer Review Board pursuant to Bagley-Keene Open Meeting Act requirements.
- The Producer Review Board shall review the merits of the petition in a public meeting, adopt findings, and make a recommendation to the Secretary.
- The Secretary's determination shall be reported to the Petitioner, the Producer Review Board, producers and posted on the CDFA website within 30 days of the Producer Review Board's recommendation.

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